

## **CAYMAN AIRWAYS JOB DESCRIPTION**

**JOB TITLE:** Quality Assurance Clerk & Technical Librarian

**JOB HOLDER**

**REPORTS TO:** Manager Quality Assurance

**DEPARTMENT:** Maintenance & Engineering Department

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**1. JOB PURPOSE**

The Quality Assurance Clerk & Technical Librarian (QACTL) reports to the Manager Quality Assurance. He/she is responsible for the monitoring, maintaining, controlling and disseminating all technical information received by the Technical Library and Training requirements sections of the M&E Department.

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**2. DIMENSIONS**

The post-holder is responsible for: -

- A. Provide administrative and technical support for the Quality Assurance Department.
  - B. Provide administrative support for the maintenance of the Training Departments records, under the direction of the Manager Training and Technical Support.
  - C. Responsible for the administration of the Technical Library under the direction of the Manager, Training and Technical Support.
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**3. PRINCIPAL ACCOUNTABILITIES**

**A. Provide administrative and technical support for the Quality Assurance Department.**

**TIME SPENT: 30%**

- a) Ensure all technical staff and vendor approval files are kept current as directed by the Manager Quality Assurance.
- b) Ensure that the Approved Vendors List and associated approval files are current at all times i.a.w. the Quality Assurance Audit Plan.
- c) Responsible for the upkeep of the Engineering website with current information as directed by the Manager Quality Assurance.
- d. Assist with the processing of Concession, Variations and SMDs into the Alkym database.

**B. Provide administrative support for the maintenance of the Training Departments records, under the direction of the Manager Training and Technical Support.**

**TIME SPENT: 25%**

- a) Process and monitor all documentation relating to Maintenance & Engineering staff (Cayman Airways and contracted maintenance) training files in Alkym.

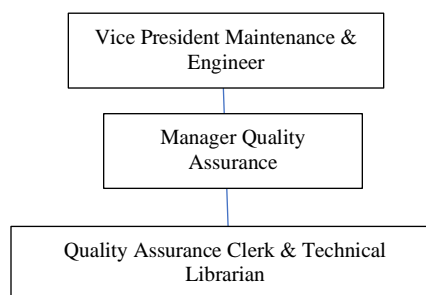
- b) Assist Manager, Training and Technical Support to ensure all Maintenance & Engineering staff training is up to date by issuing the proper notifications to the affected personnel.
- c) Assist Manager, Training and Technical Support to ensure all foreign carrier training is up to date by issuing the proper notifications and monitoring to the particular liaison officer.
- d) Provide administrative support to foreign training centers when training courses are finally approved by the VP M&E (shipping of docs & training materials).
- e) Coordinate the use of the training room and set up as necessary. Also, to make arrangements for the provision of refreshments, etc.

**C. Responsible for the administration of the Technical Library under the direction of the Manager, Training and Technical Support. TIME SPENT: 45%**

- a) Process all publications being received into the Maintenance & Engineering Department's library.
- b) Maintain the Library Register with accurate records of all manuals, manual numbers, engineering drawings and other technical publications owned by the Maintenance & Engineering Department system-wide.
- c) Maintain the revision intervals for all publications used in the Maintenance & Engineering Department, using Alkym Software System and Technical Library Publications Register, form KXQA 054.
- d) Maintain a subscription service with the aircraft manufacturers and vendors as required to preserve the currency of all manuals and airworthiness data.
- e) Distribute a monthly summary of all documents received to the Vice President M&E, Manager Engineering, Manager Quality Assurance, Manager, Maintenance Production and Manager Planning.
- f) Subscribe to an automatic weekly advisory email service from Boeing, in order to update department heads (ME, MQA, MMP, DMMP and VPME) with the latest releases and revisions.
- g) The Technical Librarian will ensure that all technical publications used by the Maintenance Department personnel are accurate, clear and will be available at the relevant locations.
- h) The Technical Librarian will maintain an accurate and up-to-date record of all Airworthiness Directives applicable to Company operated aircraft and its associated equipment. This record will include the A.D. number, subject matter, applicable associated document and Company method of compliance.

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#### 4. ORGANISATION CHART



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## **5. BACKGROUND INFORMATION**

The Maintenance & Engineering Department is a part of Cayman Airways Ltd.

The post holder ensures that all required technical publication for maintenance of the Cayman Airways fleet of aircraft are current.

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## **6. KNOWLEDGE, EXPERIENCE AND SKILLS**

### **Knowledge:**

- Five (5) CXC Passes inclusive of Mathematics and English.
- Possess a Quality Certification or an Administrative Professional Certification.
- Knowledge of Quality Management Systems.
- Knowledge of Document Control Procedures.

### **Experience:**

- Minimum of three (3) years experience in office administration and records management; particularly in a Quality Assurance, Engineering or similar environment.

### **Skills:**

- Ability to work independently as well as in a team environment.
  - Excellent Microsoft Office suite experience.
  - Excellent communication and interpersonal skills.
  - Excellent Record Keeping Skills.
  - Strong organizational and time management skills.
  - Ability to maintain confidentiality at all times.
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## **7. ASSIGNMENT AND PLANNING OF WORK**

The post-holder reports to the Manager Quality Assurance and is able to organize work based on operational targets and instructions from the Chief Inspector and the Manager Training and Technical Support.

He/she is also guided by procedures documented in the Technical Library Manual and Training Manual.

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## **8. SUPERVISION OF OTHERS**

No supervision of other staff.

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## **9. OTHER WORKING RELATIONSHIPS**

The post-holder interacts with other departments within M&E to resolve technical data issues with manufacturers and other vendors/suppliers.

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**10. DECISION MAKING AUTHORITY AND CONTROLS**

The post-holder operates within the Technical Library/Training Manual procedures, decision making must conform with these procedures.

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**11. PROBLEMS/KEY FEATURES**

The post holder is required to provide liaison between Cayman Airways M&E and vendors/manufacturers in maintaining current technical data by way of subscription services. He/she is also the focal for the 'MyBoeing' technical data medium.

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**12. WORKING CONDITIONS**

The post holder works a standard work week, Monday to Friday but also provides ad hoc on call support on weekends and public holidays.